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## **Director, Finance & Operations**

**Location:** Flexible within the U.S. but requires access to a major U.S. airport for travel.

**Position Type:** Full-time

### **About Us:**

At Partners for Public Good, we believe that when government works, communities thrive. Launching in March 2025, we are a fast-growing nonprofit dedicated to helping state and local governments to harness core operational functions – procurement, staffing, digital infrastructure, and budgeting – to drive public impact.

Our journey began in 2011 at the Harvard Kennedy School’s Government Performance Lab, where we set out to transform public procurement. Since then, we’ve worked with hundreds of governments across the country to make their procurement systems more efficient, fair, and results-driven. In 2022, we launched the Procurement Excellence Network, putting our tools and strategies in the hands of over two thousand public servants. Today, our team of doers, coaches, and advisors partners with governments to create lasting, impactful change. Our vision is simple: every resident has a government they can count on, every day.

### **Position Overview:**

Reporting to the COO & General Counsel, the Finance & Operations Director will play a critical role establishing and overseeing PPG’s financial integrity, compliance, systems, and operational efficiency. The Finance & Operations Director will ensure financial processes run smoothly, audits are completed successfully, and systems align with organizational goals.

As PPG’s first full-time operations hire, the Finance & Operations Director will be instrumental in supporting executive functions and will work closely with the CEO, COO and Chief of Staff to build the organization’s operational foundation and guide its growth over time. As a proactive problem-solver, the Finance & Operations Director will also take on cross-functional projects to strengthen operations and support the organization’s growth overall.

### **Key Responsibilities:**

#### **1. Financial Oversight & Vendor Management:**

- Work with the executive team to develop practices around allocating expenses to grants, monitoring burn rate, and managing spend strategy in real time.
- Monitor expenses and maintain financial records in compliance with nonprofit standards.
- Independently process financial transactions including expenses, vouchers, and invoices.
- Execute the monthly closing of financial books, allocation of monthly costs across programs, and production and analysis of financial reports, including monthly and annual statements. This includes balance sheet adjustments, journal entries, and reconciling monthly bank and investment statements using QuickBooks. Ensure timely and accurate financial reporting.

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- Oversee financial planning and reporting for grants, including for complex and multi-year awards, and managing restricted vs. unrestricted funding strategies to support organizational flexibility and sustainability. Generate grant budget proposals and reports in coordination with program staff and senior leadership.
- Develop and implement a strategy for maintaining and growing cash reserves as a buffer against risk.
- Manage the annual audit process, ensuring accuracy, timeliness, and successful outcomes. Proactively address identified weaknesses.
- Manage budget and payment for external contractors, vendors. Track and manage deliverables with associated contracts and agreements.

## **2. Human Resources:**

- Manage recruitment, onboarding, and training for new staff.
- Drive performance review process in conjunction with senior leadership, including timely completion of performance reviews and maintenance of employee personnel files.
- Assist with development and implementation of personnel policies and procedures and coordinate with external legal counsel as needed.
- Liaise with the organization's contracted Professional Employer Organization and recommend optimizations to PPG's use of the platform.
- Other HR duties as needed and appropriate.

## **3. Technology and Systems:**

- Implement and manage organizational software and tools to streamline business processes (e.g., CRM, project management, accounting software).
- Support development, implementation, and compliance with confidentiality controls, data security, and other IT policies and procedures.
- Liaise with IT-related vendors.

## **4. Compliance and Risk Management:**

- Create and implement systems, policies, and procedures for tracking and compliance with nonprofit regulations (including tax filings and reporting requirements), grant and contract terms and conditions, corporate governance policies, and other compliance matters, by monitoring and tracking obligations and deadlines.
- Develop, implement, and enforce key financial and administrative policies (e.g., travel, expense reimbursement, and contract signatory processes).
- Maintain and update organizational insurance policies.
- Track organizational deliverables that are due to foundations and other organizations.

## **5. Executive Functions:**

- Support executive team on Board of Directors management including creating budget and other operational updates and compliance materials.
- Plan team retreats and events, including coordinating teamwide logistics and reimbursements.

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- Provide general administrative support to the CEO and COO, including initially scheduling meetings and travel and in the future managing administrative staff.

## **Minimum Qualifications:**

- A minimum of 5 years of experience in non-profit operations or a similar role, with a proven track record of leadership and operational management.
- Budgeting and financial management experience, preferably in a non-profit environment.
- Demonstrated ability to lead and manage multiple projects simultaneously, from conception to completion, ensuring projects are delivered on time, within scope, and on budget.

## **Additional Qualifications:**

We believe a variety of experiences can equip individuals to excel in this role. While we expect applicants to bring many of the qualifications listed below, we encourage individuals with diverse backgrounds and experiences to apply.

- Ability to facilitate data-driven decision-making and identify key insights to drive operational improvements.
- Understanding of grant management and the grant lifecycle, including crafting budgets, managing funds, and ensuring compliance with donor requirements; managing restricted vs. unrestricted funds; and allocating staff time across multiple funding sources.
- Experience with operational systems, accounting software, and project management tools, with a focus on streamlining operations and improving organizational efficiency.
- Experience with human resources operations, including payroll systems.
- Proven ability to build and maintain strong, collaborative relationships with internal teams, external partners, and key stakeholders.
- Experience managing vendor relationships, tracking contracting processes and requirements, and ensuring timely and effective service delivery.
- Demonstrated ability to handle sensitive information with the utmost confidentiality and professionalism.
- Motivated by the opportunity to create lasting impact and contribute to the success of PPG.

## **Physical Demands:**

This position requires sitting, talking, listening, reading, and writing for up to 8 hours per day. Certain situations may require lifting items up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties.

## **Additional Information:**

Compensation: The salary for this role is \$150,000 plus benefits.

Start date: The desired start date for this role is April or May 2025.

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Applications will be reviewed on a rolling basis.

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## **Commitment to Equal Employment Opportunity**

*Partners for Public Good is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*

*Partners for Public Good is committed to the inclusion of all qualified individuals in the hiring process, including but not limited to those with disabilities. If you require reasonable accommodation(s) to participate in the application or interview process, please contact [info@partnersforpublicgood.org](mailto:info@partnersforpublicgood.org).*